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Approved For Release 2005/07/13 : CIA-RDP70-00211R000300160008-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Management Officer, MIS

DATE: 26 March 1954

FROM : Chief, Records Management Branch

SUBJECT: Survey of Microfilm Operations

1. In accordance with our conversation of 25 March, there is attached (a) a proposed memorandum to the Acting Deputy Director (Administration) relative to the advisability of conducting a survey of microfilming operations; (b) a proposed communication which may be issued in the form of an Agency notice or an individual memorandum requesting the information outlined on proposed Form No. 36-286, draft attached; (c) copies of previous correspondence on this subject; and (d) summary report issued by the General Services Administration relating to Government microfilming operations.

2. I will be glad to discuss this proposed survey of microfilming operations with you further at any time.



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Attachments

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RECORDS SERVICES DIVISION

26 March 1954

Acting Management Officer, MIS

Chief, Records Management Branch

Survey of Microfilm Operations

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